

RESORT RECEPTIONIST

Location: Enniskillen Co. Fermanagh, Northern Ireland

Responsible to: Front Office Manager

Salary Bracket: Competitive

OVERVIEW

Lough Erne Resort is currently recruiting for Resort Receptionists on a full-time and part-time basis.

Lough Erne Resort is a superb 5-star property which includes stunning panoramic views, 2 championship golf courses, world class accommodation, relaxed and fine dining experiences and an authentic Thai Spa.

DUTIES

- As receptionist, you will provide a welcoming, courteous and efficient service to all guests and maintain the levels of service to the highest standards at all times in person and on the telephone.
- You will check guest in and out
- Taking payments and pre authorizations
- Check guests out
- Make dinner, spa and golf booking for guests
- Assist guests with queries

REQUIREMENTS

- Previous reception experience or have worked in a similar environment.
- You must be passionate, motivated, welcoming and highly organised to ensure that all requests are attended to without any delay.
- You will need to be well presented, have excellent communication skills and a pleasant telephone manner.
- You need to work well under pressure and have the ability to multi task
- You will have excellent communication skills and the ability to communicate with other departments and have excellent attention to detail.

INTERESTED IN APPLYING?

Please email your contact details and CV to: hr@loughernereresort.com